



Local Emergency Planning Committee
of New Castle County
c/o Office of Emergency Management
87 Read's Way
New Castle, DE 19720
Phone (302) 395-3600
FAX (302) 395-3606
David Irwin, Chairman
Phone (302) 395-3633

Meeting Minutes

March 12, 2007

Host: DuPont Experimental Station

Location: 141 & Henry Clay Road, Wilmington, DE

The regular meeting of the NCCLEPC was held on the above noted date and place. Chairman Irwin was out of town on business and Jim Kenney chaired the meeting. He thanked DuPont for hosting the meeting and their support of the LEPC. At Mr. Kenney's request, a round of introductions was held.

Welcome Presentation:

Bruce Galloway introduced Moe Richards, DuPont Plant Site Manager, who spoke on the Company's history. He gave a brief overview explaining that the site was established in 1903, and currently, has over 2,300 employees. It is the primary site for research and development; and safety, health, and environmental issues are an integral part of business. Mr. Richards also shared slides from President George Bush's visit on January 24, 2007, concerning the President's Energy Program.

Delaware National Guard Presentation:

Major Bradford Knight, Deputy Commander of the 31st Weapons of Mass Destruction Civil Support Team, provided a very informative presentation to the group. He explained their primary focus is response to weapons of mass destruction attacks, and their secondary focus is response to natural disasters. He also described their mission, capability, requirements, and the process when their assistance is requested. Jamie Bethard from DNREC commented that this unit is a great asset to our resources.

Committee Reports:

Finance: Bill McCracken reported the current LEPC budget amounts, which a copy is attached to the minutes. The SERC funded budget amount will be sufficient through June 30, 2007.

FY2008 Budget: Bill McCracken presented the FY 08 budget and the work plan for FY 08 to the members. A copy is also attached to the minutes. This budget must be presented to the State by April 15, 2007. Mr. McCracken offered a motion to accept the budget and Mr. Stein seconded the motion. The Chair instructed that only SERC approved voting members could vote on the budget and work plan. They were identified and approved the budget and work plan unanimously.

Training: Mark Dolan presented the attached training schedule of upcoming classes. He also reported that the annual dinner meeting will be held in November at the Elsmere Fire Company.

Transportation: Al Stein reported that data is still being gathered on a regulation that would allow trucks from Mexico to traverse anywhere in the United States, and the trucking companies would submit a form to enter the United States. He also spoke about railroads not being allowed to transport hazardous materials through cities, and they should make every effort to reroute.

Staff Report: Jim Kenney presented the attached staff report.

Old Business:

Tier II Manager: Bill McCracken reported that the IT Committee will meet March 31st, at the Delaware State Fire School. The purpose of the meeting is to go through the changes and have the contractor incorporate them into the Tier II Manager.

Haz-Mat Conference: Bill McCracken reported the conference committee met and decided the earliest the conference can be held is April 11-12, 2008. The planned location is North Wilmington and participants will include DEMA, DNREC, NCCIHMR, DECON, Paramedics, Hospital, and Fire. The objective is to help create cohesive units that work together in response to a Haz-Mat incident. Funding will be provided by DEMA through a grant from Hazardous Materials Emergency Planning.

NIMS Training: Jim Kenney reported that he received very positive feedback on this training, and those in attendance found it to be extremely beneficial.

New Business:

Training Photos: Bruce Galloway gave a slide presentation of the NCCIHMR Technical DECON Team, Class 2006. The slides provided an overview of the apparatus, dressing out, meeting Jim Kenney, load and go, monitoring class, safe transportation training specialist, chlorine response training (Edgemoor), and the team. Jim Kenney expressed that this team is a good partnership.

Policy Guidance: On behalf of Chairman Irwin, Jim Kenney expressed appreciation to the Training/Steering Committee for its hard work and positive achievements in developing the NCCIHMR Policy Guidance. As they move forward to upgrade and improve the SOP's, this partnership between DNREC and the NCCIHMR team company representatives will be strengthened.

LEPC Plan: Jim Kenney noted that the LEPC Plan revisions have been made and the plan will become an annex in New Castle County's Comprehensive Emergency Management Plan (CEMP). Discussions arose concerning a News Journal article on March 12th, regarding emergency agencies in Delaware keeping public plans private; however, procedures are available in the State and County to view plans, except for sensitive information that cannot be released to the public.

Community Input: Sam Palermo from AstraZeneca announced that he is retiring and this meeting was the last he would be attending. Patti Civitella will be the new Astra Zeneca representative on the LEPC. Mark Dolan made a motion to the members to recognize Sam for his contribution to the NCCIHMR group. All agreed and wished him well.

Other Business:

Bruce Galloway introduced Don Ostmann from DuPont who is working on the Pandemic Flu plan for the company in the Wilmington area. He stated there are active teams across the country, and DuPont has purchased security kits worldwide. He also provided samples to those in attendance of an antiseptic hand spray and hand wipe manufactured for DuPont that will help reduce disease causing bacteria. Bruce also introduced his supervisor, Rick McCall, who was in attendance at this meeting. Mr. McCall feels it is important to make sure DuPont is present and participates in meetings throughout the County.

No further business, the meeting adjourned at 4:15 p.m.

NOTICE OF NEXT MEETING

**Host: DuPont Edgemoor Plant
Date and time: May 14, 2007, at 2:30 p.m.
Directions will be sent with agenda.**

dco
LEPCminutes031207meeting

HazMat Grant - Cumulative Balance		Approx. Amount Needed to June 30, 2007
Salaries	10,379	9,778
Benefits	6,946	3,936
Travel/Training	151	20
Communications	3,838	80
Supplies	2,644	976
Contractual Services	28,574	23,860
In-House Contr. Serv.	1,040	168
Equipment	430	430
SBI Backgrd Checks	300	300
	54,302	39,548

Figures compiled as of March 1, 2007

**LEPC FY'08
BUDGET**

<u>ITEMS</u>	<u>COST</u>
PLANNING SERVICES	\$71,577
SHARE OF FULL-TIME ADMINISTRATIVE AIDE	39,228
COMMUNICATIONS	700
Telephones	300
Postage	<u>400</u>
SUPPLIES	980
TRAVEL/TRAINING	150
DUPLICATING	838
RENT	- 0 -
EQUIPMENT & REPAIRS	1,200
NCCIHMRA SUPPORT	<u>300</u>
TOTAL	\$114,973 =====

This budget may be amended at a later date, if carryover funds become available.

**NCCLEPC
Staff Report
March 12, 2007**

- 1. Provided a training program featuring – What To Do In a Chemical Emergency / Shelter in Place for the CERT Team at the Garfield Park Activities Center.**
- 2. Participated in the NCCIHMRRA Policy Guidance – SOP Meetings.**
- 3. Attended the Chester County LEPC meeting.**
- 4. Provided a presentation about the LEPC to the NCC Chief Administrative Officer.**
- 5. Participated in the NIMS Training held at the Elsmere Fire Company hall.**
- 6. Participated in the SERC Planning and Training meeting.**
- 7. Conducted five on-site assessments since January 1, 2007. These were three production facilities and two distribution centers. The production facilities and one distribution center had very good plans. One distribution center will require a follow-up visit. Companies visited were:**
 - ✓ Air Products, Inc.**
 - ✓ Colony Pool Service**
 - ✓ Conectiv Power Generating Plant, Hay Road**
 - ✓ Dade Behring, Inc., Distribution Center**
 - ✓ Dade Behring Manufacturing Facility**

NEW CASTLE COUNTY INDUSTRIAL HAZARDOUS MATERIALS RESPONSE ALLIANCE

NCCIHMRA REPORT TO NCC LEPC MARCH 12th, 2007

Completed Training Session I: Conducted on Saturday, January 13th from 9:00 am to 3:00 pm (6hrs) at the Elsmere Fire Company Fire Station 16.

Delaware Emergency Management Agency's Mr. Jon Schladen presented NIMS (National Incident Management System) Training consisting of course FEMA IS-700 "NIMS, An Introduction" for certification and course ICS-100 "Introduction to Incident Command System" for certification. The Federal Government requires all first responders to be certified to these two course levels.

Completed Training Session II: Consisted of two sessions conducted on Tuesday, February 6th and Thursday, February 8th from 5:00 pm to 9:00 pm (4hrs) either evening at the Elsmere Fire Company Fire Station 16.

Mr. Douglas Dillon, Executive Director of the Tri-State Maritime Safety Association and Chief of the DE/NJ/PA Maritime Incident Response Team, and Wilmington Fire Department Battalion Chief Al Huelsenbeck presented a Shipborne Operations Orientation Course which is an awareness level course designed to prepare emergency responders to perform safely and effectively during hazmat incidents aboard ships and at port facilities.

Completed Training Session III: Consisted of two sessions conducted on Tuesday, March 6th and Thursday, March 8th from 5:00 pm to 9:00 pm (4hrs) either evening at the Delaware State Fire School New Castle Center.

NCCIHMRA Instructors Sam Palermo, Scott Petlick, Bruce Galloway, Kristina Kreutzer and Jamie Bethard presented Radiological Responses and Fundamental and Intermediate Concepts of Toxic Industrial Chemical Air Monitoring, Detection and Identification as a hands-on workshop involving radiological detection and monitoring, instrumentation, atmospheric monitoring, and product sampling and identification.

Upcoming Training Session IV: Scheduled for Saturday, April 28th from 8:00 am to 4:00 pm (8hrs) at the Dupont Edge Moor Site.

Hazardous Materials Technician Evolutions administered by Dupont Emergency Response Training Program national instructors, involving the Dupont CAER Railroad Tank Car with leaking appliances, fittings and valves, applying various capping kits, and culminating with a field exercise involving the CAER Car, the Belvedere Fire Company Hazmat 30 Trailer and the Elsmere – Cranston Heights – Five Points Fire Companies' Hazardous Materials Tactical Decontamination Team.

Prepared by: New Castle County Industrial Hazardous Materials Response Alliance Training Subcommittee